



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8-9-77	1. Agency Address Georgia Department of Agriculture Consumer Field Forces M. L. King Drive, S. W. Atlanta, GA 30334	Application Number 73-575-A	Date Received AUG 10 1977
Application Number 178		Date Completed SEP - 6 1977	
2. Person to Contact George Seaton		Working Title Assistant Commissioner	Telephone Number 656-3627
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-575 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Oct. 71 Latest Date		5. Records Series Title (followed by title used in office, if different) CONSUMER PROTECTION INSPECTION DAILY REPORT FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This Section administers the Georgia Food Act of 1956, providing for the inspecting of all food handling firms facilities and food items offered for sale. It receives applications for the licensing of food processing plants, wholesale food warehouses, and retail food stores, issues license, if applicant is qualified, inspects food firms facilities and its products for compliance; suspends licenses for causes; collects samples of food items offered for sale for laboratory analysis for quality and quantity of the product; reviews food product labels for conformity to rules and regulations; issues withhold from sale order on food items suspected of being out of compliance; and issues abatement orders for unsanitary conditions of firms facilities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the Consumer Protection Inspector's Daily Activities.  Included are: Form C.P. No. 101, AG 71-020-093 (Consumer Protection Division Daily Report which identifies the inspector, his district and date; type of work, travel and subsistence; and identifies firms inspected for the day.			
File is arranged: by districts, thereunder alphabetically by inspector, thereunder by month by date of receipt.			
8. Monthly Reference Rate Daily How often are records referred to which are: One to six months old Daily; Seven to twelve months old Seldom; Thirteen to twenty-four months old 0; twenty-five months and older ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 5; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Ellis D. Sikes</i>	8-9-77	<i>Ellis D. Sikes</i>	8-9-77												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>9-2-77</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Canell Hart</i></td> <td>9-1-77</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>9-2-77</td> </tr> </tbody> </table>					State Records Committee (Signature)	Date	State Auditor/Designee	<i>[Signature]</i>	9-2-77	Secretary of State/Designee	<i>Canell Hart</i>	9-1-77	Attorney General/Designee	<i>[Signature]</i>	9-2-77
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STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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313-16

1. Application Date <b>Nov ember 26, 1973</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>128</b>		Date Received <b>NOV 27 1973</b>	Application No. <b>73-575</b> Date Completed <b>DEC - 4 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Consumer Protection Division - Field Inspection Forces 19 Hunter Street, S. W. Atlanta, Georgia 30334</b>		4. Person to Contact <b>George Seaton</b>	
		5. Working Title <b>Director</b>	6. Tel. No. <b>656-3627</b>

7. ACTION REQUESTED

TO AMEND STANDARD NO. 454, DEC. 22, 1972

☒ ESTABLISH DISPOSITION STANDARD;  
☐ RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
☐ NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
**Oct. 1971 to Date**

9. Exact Series Title

**CONSUMER PROTECTION INSPECTION DAILY REPORT FILES**

10. What is the function of the office in which this record series is created?

This Section administers the Georgia Food Act of 1956, providing for the inspecting of all food handling firms facilities and food items offered for sale. It receives applications for the licensing of food processing plants, wholesale food warehouses, and retail food stores; issues license, if applicant is qualified; inspects food firms facilities and its products for compliance; suspends licenses for causes; collects samples of food items offered for sale for laboratory analysis for quality and quantity of the product; reviews food product labels for conformity to rules and regulations; issues withhold from sale order on food items suspected of being out of compliance; and issues abatement orders for unsanitary conditions of firms facilities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the Consumer Protection Inspector's Daily Activities.

Includes only: Form C.P. No. 101, AG 71-020-093 (Consumer Protection Division Daily Report) which identifies the inspector, his district and date; type of work, travel and subsistence; and identifies firms inspected for the day.

Files are arranged by districts, thereunder alphabetically by inspector, thereunder by month by date of receipt.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	6	9		Floor Space Occupied (Square Feet)	4
Legal-size File Drawers				In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	10	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency?  
District Offices, reference copy only. ☒ [ ] [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [ ]
18. Could the function be performed if the files were lost or destroyed? ☒ [ ] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [ ]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [ ]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [ ]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☒ Other: (Specify) \_\_\_\_\_

Hold in current files area for 3 years or until Federal Audit, whichever is first; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11-26-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	11-26-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	12-3-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	11-30-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	12-3-73

STATE RECORDS COMMITTEE